

January 7, 2015

NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the grant-funded, full-time, limited duration position of Water Trail/Bay Trail Planner (P2), Job Number 1501. This position will be funded for two years. **Deadline to apply is 5:00 p.m., January 30, 2015.**

WATER TRAIL/BAY TRAIL PLANNER (P2) **\$4,735 - \$5,755 Per Month**

POSITION SUMMARY

Grant-funded, full-time, limited duration position for two years. Under supervision, incumbent will perform a wide variety of professional, technical, educational, outreach, planning and grant management assignments related to implementing the San Francisco Bay Area Water Trail and the San Francisco Bay Trail. The Water Trail is a planned network of access sites that allows boaters in small, non-motorized watercraft to safely enjoy the historic, scenic and environmental richness of San Francisco Bay through single and multiple-day trips. The Water Trail is a multi-partner project led by the Coastal Conservancy. The San Francisco Bay Trail is a planned 500-mile continuous shoreline hiking and bicycling trail around San Francisco and San Pablo Bays. The Bay Trail is administered by Association of Bay Area Governments (ABAG).

DUTIES INCLUDE (The examples may not cover all duties which may be performed)

- Coordinate with local government, special districts, agencies and private entities on Water Trail launch sites and Bay Trail segments
- Implement the Water Trail education, outreach and stewardship program
- Support the Water Trail site designation process through development of site designation materials, planning assistance to site owners, and upkeep of Water Trail database
- Oversee regular website and social media updates and periodic updates to maps and signs
- Conduct basic research and field surveys
- Review plans and environmental documents
- Accurately assess a project or development proposal and identify potential barriers and strategies to overcome obstacles
- Represent the Water Trail and Bay Trail at various meetings and events
- Maintain communication with related agencies and committees
- Administer construction and planning grants to local governments

QUALIFICATIONS AND EXPERIENCE

- Knowledge of principles and practices of local and regional planning and environmental review, including CEQA
- Knowledge of principles and practices of recreation planning and site design
- Ability to manage government grants and contracts
- Excellent written and verbal communication skills
- Creative problem-solving; good organization and documentation skills
- Media outreach
- A desire to work as part of a team
- Ability to establish and maintain good working relationships with agency partners and public stakeholders
- Ability to take initiative and exercise good judgment
- Some evening and weekend work
- Valid California driver license

PREFERRED SKILLS

- Familiarity with the Americans with Disabilities Act as it relates to trail development and recreational boating
- Knowledge of launch site design needs for non-motorized small boats
- Knowledge of design needs for multi-use trails
- GIS mapping experience
- Community public outreach experience
- Experience with Microsoft Access, Excel, Word, and PowerPoint
- Experience with project promotion using websites and social media tools
- Preparing grants or proposals

EDUCATION

A Bachelor's degree in planning, public administration, environmental science, landscape architecture or a related field and minimum two years of relevant professional experience.

ADDITIONAL INFORMATION

The position requires coordination with the Coastal Conservancy Water Trail project manager, the Water Trail Project Management Team, the Water Trail Advisory Committee, the Bay Trail Board of Directors and the Bay Trail Steering Committee.

In late 2015 or early 2016, work location will move to Folsom Street and Beale Street in San Francisco.

COMPENSATION AND BENEFITS

Salary Range: \$4,735 - \$5,755 per month depending on qualifications

Pension: Employee pays CalPERS 6.25% of salary toward 2.5% @ age 67 retirement plan

Social Security: Employee pays 6.2% of salary

Deferred Compensation: STARS/UTC 457 and/or ICMA-RC Retirement Plan (Voluntary)

Retiree Medical Account: \$100 per month

Health and Dental Plans: Six HMO and three PPO Medical Plans, Delta Dental Insurance, and VSP Vision. Out-of-pocket contribution may be required depending on selected coverage.

Life Insurance: ABAG Paid coverage equal to 2 times annual salary

Other Benefits: Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

Vacation, Sick Leave, Holidays: Competitive leave package including 11 paid holidays and 3 floating holidays annually

SUPPLEMENTAL QUESTIONNAIRE FOR WATER TRAIL/BAY TRAIL PLANNER (JOB #1501)

To assist us in evaluating candidates, please provide brief responses to the following questions and attach to your Application for Employment.

- 1) Please select one specific example that highlights your experience in planning and implementing trail or trail-related projects and describe it briefly.
- 2) Please briefly describe your experience promoting a project or initiative through public speaking, newsletters, e-mail, websites, brochures, guides, events, volunteer programs, social media or other forms of outreach.
- 3) Please briefly describe your experience with project management, including working with community groups and public agencies, and administering grants and contracts.

APPLICATION AND SELECTION PROCESS

Deadline to apply is 5:00 p.m., January 30, 2015. Please submit a cover letter, resume, employment application, and responses to the Supplemental Questionnaire to:

ABAG H.R. 15-01
P.O. Box 2050
Oakland, CA 94604-2050

Application materials may be dropped off at our main office located at 101 8th Street, Oakland, CA 94607. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. For questions or assistance, please contact Christina Fong, HR Assistant, at (510) 464-7941.

Reflecting the diversity of California, ABAG is an Equal Opportunity Employer.

AN AGENCY APPLICATION AND RESPONSES TO SUPPLEMENTAL QUESTIONNAIRE ARE REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG – H.R. 15-01, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL (510) 464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.